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# DEPUTY REGISTRARS

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The work of deputy registrars is a vital contribution to American democracy. Registering voters encourages voter participation and enhances our electoral process. This pamphlet briefly discusses the deputy registrar program.

## WHO MAY REGISTER VOTERS?

**Election Authorities** (local county clerks or local boards of election commissioners), and

**Deputy Registrars,** as appointed.

The following are automatically appointed as deputy registrars by the election authority:

Municipal Clerks

Township/Road District Clerks

Precinct Committeemen

The following may be appointed only upon written request:

Bona fide state **civic organization** members.

Bona fide state **labor organization** members.

**Chief Librarian** or designee.

High School/Vocational School **principal** or designee.

University/College **president** or designee.

**Public Aid Director** or designees.

**Department of Labor Director** or designees.

The **Secretary of State** or designated employees.

## WHEN MAY REGISTRARS TAKE VOTER REGISTRATIONS?

The offices of the election authority, municipal, township, and road district clerks **can accept** voter registrations at any time **except during the 28-day period before each election.** Registration is also closed for two days after each election.

All other deputy registrars, including precinct committeemen, may accept registrations at any time **except during the 35-day period preceding each election.**

Completed registration materials must be returned to the proper election authority **within 7 days.** Unused materials must be returned by deputy registrars not later than the next working day following the close of registration.

## WHERE MAY REGISTRARS TAKE VOTER REGISTRATION?

Each Municipal, Township and Road District clerk may accept registrations of qualified residents of their local jurisdiction.

Chief Librarians, Principals of high schools or vocational schools, Presidents of learning institutions, the Secretary of State, the Directors of the Department of Public Aid and Department of Labor or the designees of these individuals or groups may take registrations only at **fixed locations** designated on their certificate of appointment.

Precinct committeemen and designated registrars of labor organizations and civic organizations may take registrations (of those residing in their jurisdiction) **anywhere.**

## FROM WHOM MAY REGISTRARS TAKE VOTER REGISTRATION?

Deputy registrars may register only those persons who are residents of their election jurisdiction, with one exception:

In any county in which there is a municipality under the jurisdiction of a board of election commissioners, the county clerk and his appointed deputy registrars may accept the registration of qualified persons residing within such municipality and transmit the completed registration to the board of election commissioners. The board of election commissioners and its appointed deputy registrars may accept the registration of any qualified person residing in the county in which the municipality under the jurisdiction of such board is situated and transmit such registration to the county clerk.

## CIVIC ORGANIZATIONS

Civic organizations which seek to engage in voter registration must file an application with the SBE for certification as **bona fide state civic organizations.**

It is important to know that applications for certification **must be filed** with the SBE **by the 90th day prior to each election.**

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## IMPORTANT FACTS ABOUT DEPUTY REGISTRARS

*DRs must be trained, take an oath, and be appointed as provided by state law.

*DRs are appointed for 2-year terms beginning December 1 following each General Election. They can be reappointed **only upon written request.**

*DRs can be removed for cause.

*DRs must be registered to vote in the jurisdiction in which they are appointed.

*Precinct committeemen are appointed as DRs on the date of the county convention following the General Primary Election.

*DRs must complete registration forms neatly and must follow the specific directions of the election authority.

***IMPORTANT: DRs must not engage in any kind of political activity while registering voters.**

*DRs must return completed registration materials within 7 days. Unused materials must be returned on the next working day following the close of registration.

## TO QUALIFY TO REGISTER TO VOTE A PERSON MUST:

*be a U.S. citizen

*be 18 years old by election day

*be a resident of Illinois
for 30 days before the election

When registering, two forms of identification are **REQUIRED**—one form of identification must have the applicant's address.

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# THE STATE BOARD OF ELECTIONS

A primary goal of the State Board of Elections is to help bring about greater understanding of and participation in the electoral process. *Authorities on Illinois elections are available as speakers for civic organizations, school groups and the general public.*

For more information on election laws and procedures, write or call the State Board of Elections.

1020 South Spring Street
Springfield, Illinois 62704
217/782-4141

100 West Randolph, Suite 14-100
Chicago, Illinois 60601
312/917-6440

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